



Department of  
**Human Resources**

# POLICY

<b>Approved by:</b> Rebecca R. Hunter, Commissioner	<b>Policy Number:</b> 12-057
<b>Signature:</b> <i>Rebecca R. Hunter</i>	<b>Supersedes:</b> 11-019, 03-029
<b>Application:</b> Executive Branch Agencies, Human Resource and Payroll Officers, All Executive Branch Employees	<b>Effective Date:</b> October 3, 2012
<b>Authority:</b> T.C.A. § 4-3-1703, T.C.A. § 8-30-104, T.C.A. § 8-50-118	<b>Rule:</b> Chapter 1120-02

**Subject:**

## Return of State Property upon Separation

Upon the effective date of separation, including termination, retirement or resignation, each employee shall return all state property, equipment, and materials which were issued during the course of his or her employment. This includes, but is not limited to, state identification badges, parking passes, transit cards, keys, uniforms, tools, communication devices, and notebook computers. When any state equipment is assigned to an employee, the agency shall document the property in accordance with Chapter 12 of the Department of Finance and Administration's Agency Payroll Procedures Manual. This documentation is imperative so that in the event an employee fails to return state property within one (1) business day of an employee's separation, the state can recover the cost of the property not returned by the employee through a payroll deduction.

During the employee orientation process, each employee should sign a Payroll Deduction Authorization form listing the cost of each item of property assigned to him or her. This form shall be maintained in the employee's personnel file and updated as necessary. Agencies shall develop additional forms and procedures in order to maintain the systematic and effective control of state property.

Notwithstanding the above provisions, a retiring employee may elect to retain the state photo identification badge pursuant to Tenn. Code Ann. § 8-50-118. The agency shall provide a sticker indicating that the employee is a retired state employee no later than the effective date of the retirement. The agency shall place the sticker prominently on the employee's identification badge prior to the employee's departure.

Questions regarding Chapter 12 of Finance and Administration's Agency Payroll Procedures Manual or the Payroll Deduction Authorization form may be directed to the agency's payroll officer.